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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

1 July 1965

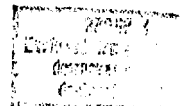
MEMORANDUM FOR: *Chief, Special Register*
Chief, Biographic Register

SUBJECT: Integration of OCR biographic information services

1. The objective of insuring that biographic information wherever found in OCR is incorporated, within security bounds, in OCR responses to requests for biographic information has been under discussion for some time. I recognize that there has been progress recently in the OCR performance under this objective, however, it has been achieved through informal arrangements and has not closed the door to the practice of some customers of making independent approaches to several OCR divisions, which practice has generated overlapping effort or led to subsequent discovery of omissions in coverage.

2. For the future, I would like to have OCR staff members, who are authorized to serve requesters seeking biographic information, provide service under the following instructions:

- a) the security clearances held by the requester will be determined immediately.
- b) the requester will be informed that all OCR biographic information files to which he is authorized access will be investigated in processing his request.
- c) the OCR staff member will forward the request to each appropriate OCR component and arrange for the assistance of staff members of that component in integrating biographic information into the final OCR product to be delivered to the requester. All necessary discussions between the requester and OCR staff controlling any



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particular biographic file will be scheduled with the emphasis on single point, one-time service. The request may be transferred from one component to another, but, in any event, the responsible OCR staff member will serve as coordinator of the transaction on behalf of all OCR components involved.

d) instructions from the requester that particular biographic files are not to be consulted are to be recorded on the request record.

3. Division chiefs will obtain all appropriate clearances for all staff members assigned to servicing of requesters.

JOHN K. VANCE
Director of Central Reference

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